

The City Council of the City of Seabrook met in regular session on Tuesday, October 4, 2016 at 7:00 p.m. in Seabrook City Hall, 1700 First Street, Seabrook, Texas to discuss, consider and if appropriate, take action on the items listed below.

THOSE PRESENT WERE:

GLENN R. ROYAL	MAYOR
ROBERT LLORENTE	COUNCIL PLACE NO. 1
MIKE GIANROSSO	COUNCIL PLACE NO. 2
GARY JOHNSON	COUNCIL PLACE NO. 3
MELISSA BOTKIN - Ex. Abs	COUNCIL PLACE NO. 4
GLENN ADOVASIO	COUNCIL PLACE NO. 5
O.J. MILLER	MAYOR PRO TEM &
	COUNCIL PLACE NO. 6
GAYLE COOK	CITY MANAGER
SEAN LANDIS	DEPUTY CITY MANAGER
STEVE WEATHERED	CITY ATTORNEY
ROBIN HICKS	CITY SECRETARY

Mayor Royal called the meeting to order at 7:00 p.m. and led the audience in the United States and Texas Pledge of Allegiance.

**1. PRESENTATIONS**

**1.1. Fire Prevention Week**

**Recognition of National Fire Prevention Week, October 9-15, 2016. (Royal)**

Mayor Royal read the proclamation recognizing the National Fire Prevention Week, October 9-15, 2016.

**2. PUBLIC COMMENTS AND ANNOUNCEMENTS**

*At this time we would like to listen to any member of the audience on any subject matter, whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker, shall be limited to city business or city-related business or matters of general public interest, and shall not include any personal attacks. In accordance with the Open Meetings Act, members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please come to the podium and state your name and address clearly into the microphone before making your comments. Thank you.*

**2.1. Mayor, City Council and/or members of the city staff may make announcements about city/community events. (Council)**

Councilmember Giangrosso announced several upcoming events, including Seabrook Citizens' University Day; Pumpkins, Paint & Pets event; and Celebration Seabrook.

45        Gayle Cook, City Manager, recognized and honored Pam Lab, Director of Finance, for  
46 her 29 years of service with the City. Ms Cook stated that Pam has been a bedrock within the  
47 office, a Mom to many, a sounding board for many, and she will be truly missed. The Mayor  
48 stated that Pam's work ethic is unbelievable. She has kept Council on track with the books in  
49 pristine condition. She and her staff have won several awards throughout the years. Chief  
50 Wright honored Ms. Lab, stating that "WE always want backup. We need backup. We are not  
51 good with numbers. My mentor and backup is Pam Lab. She leaves this Police Department with  
52 a great gift." Chief Wright presented Ms. Lab with a Certificate of Appreciation of Service to  
53 the Seabrook Police Department.

54  
55        Ms. Lab stated that, "It has been an honor to serve and to work with all of you. When I  
56 came to work so many years ago, it was a job. I never thought of it as a career until I became  
57 invested in this community and my co-workers."

58  
59        **3.        CONSENT AGENDA**

60        **Council will discuss, consider, and if appropriate, take action on the items listed below.**

61  
62        **3.1.    HGAC designation**

63        **Approve proposed Resolution 2016-19, "Designation of Representative and Alternate**  
64        **Houston-Galveston Area Council 2017 General Assembly." (Council)**

65  
66        **A RESOLUTION FORMALLY APPOINTING AND DESIGNATING MAYOR GLENN**  
67        **R. ROYAL AS REPRESENTATIVE AND GARY JOHNSON, COUNCILMEMBER**  
68        **POSITION 3, AS ALTERNATE TO THE H-GAC 2017 GENERAL ASSEMBLY AS**  
69        **APPROVED BY CITY COUNCIL ON MAY 17, 2016.**

70  
71        **3.2.    Planning & Zoning Reappointments**

72        **Approve the reappointment of Laura Davis, Mike DeHart, Dodie Miller, and Michael Potts**  
73        **as members to the Planning & Zoning Commission for a term ending January 1, 2018.**  
74        **(Hicks)**

75  
76        **3.3.    Board of Adjustment Reappointments**

77        **Approve the reappointment of Michele Glaser, Margaret Hunt, and Edelmiro Muniz as**  
78        **regular members and Kevin Ferguson as an alternate member to the Board of Adjustment**  
79        **/ Building Standards Commission for a term ending January 1, 2018. (Hicks)**

80  
81        **3.4.    Special Event Bike Around the Bay**

82        **Approve a special event permit, temporary signs permit, and waiver of permit fees for**  
83        **the Galveston Bay Foundation Bike Around the Bay Cycling Event on Sunday, October 16,**  
84        **2016, from 10:00am until 1:00pm from the Seabrook/Kemah Bridge, North along Todville**  
85        **Road, to a breakpoint at Bay Brook Park. A request for a waiver of the fees has been**  
86        **submitted, and the insurance certificate will be provided. (Hicks)**



3.5. Excused Absence

Approve an excused absence for Gary Johnson and Melissa Botkin-Everett for the September 20, 2016 regular City Council meeting. (Hicks)

3.6. Minutes August 30, 2016

Approve minutes of the August 30, 2016 special City Council and Economic Development Corporation joint meeting. (Hicks)

3.7. Minutes September 6, 2016

Approve minutes of the September 6, 2016 regular City Council meeting. (Hicks)

A motion was made by Councilmember Johnson and seconded by Councilmember Llorente

To approve the Consent Agenda as presented

MOTION CARRIED BY UNANIMOUS CONSENT

**4. NEW BUSINESS**

*Council will discuss, consider and if appropriate, take action on the items listed below.*

4.1. Ordinance 2016-29 Certificates of Obligation

Consideration and approval of Ordinance 2016-29, "Authorizing and Ordering the Issuance of the City of Seabrook, Texas Certificates of Obligation, Series 2016A". (Gibbs / Robuck)

**AN ORDINANCE AUTHORIZING AND ORDERING THE ISSUANCE OF THE CITY OF SEABROOK, TEXAS CERTIFICATES OF OBLIGATION, SERIES 2016A; APPROVING THE SALE THEREOF; AND CONTAINING MATTERS INCIDENT THERETO.**

John Robuck, Bond Counsel, stated that today was an interesting day in the market. There was a great range and great result today. The total proceeds are \$6,950,000. The debt rate is 2.75%. The recommendation is that City Council approve the ordinance.

A motion was made by Councilmember Llorente and seconded by Councilmember Johnson

To approve Ordinance 2016-29, "Authorizing and Ordering the Issuance of the City of Seabrook, Texas Certificates of Obligation, Series 2016A".

MOTION CARRIED BY UNANIMOUS CONSENT

135 4.2. Agreement Extension - Pacific Ridge

136 **Consider and take all appropriate action to authorize the City Manager to execute the**  
137 **Extension Option Rider(s) pursuant to the Demolition Agreement and Net Lease with**  
138 **Pacific Ridge Development, LLC for 3.419 acres in the Ritson Morris Survey, Abstract**  
139 **52, for (4) 3-month extensions for City use, with an extension to November 30, 2017.**  
140 **(Cook)**

141  
142 Gayle Cook, City Manager, stated that for the property around Lakeside, part of the  
143 documents was the demolition agreement. The current water tank will be moved in place for a  
144 new development. The Demolition Agreement gave the City 27 months to complete. It's a 300  
145 day contract, and the four (4) extensions of three (3) months each will allow the City to complete  
146 the contract. The Developer is ok with Council approving all of the extensions at the same time,  
147 and he is open to additional extensions, if needed.

148  
149 A motion was made by Councilmember Miller and seconded by Councilmember Llorente

150  
151 To authorize the City Manager to execute the Extension Option Rider(s) pursuant  
152 to the Demolition Agreement and Net Lease with Pacific Ridge Development, LLC for 3.419  
153 acres in the Ritson Morris Survey, Abstract 52, for (4) 3-month extensions for City use, with an  
154 extension to November 30, 2017.

155  
156 MOTION CARRIED BY UNANIMOUS CONSENT

157  
158 4.3. Contract with Long & Son, Inc.

159 **Consider and take all appropriate action on a contract between the City of Seabrook and**  
160 **Long & Son, Inc. as lowest bidder on Project 2016-11 for relocation of the Water Plant, in**  
161 **an amount not to exceed \$1,922,308.00. (Cook)**

162  
163 Ms. Cook stated that Council previously awarded the contract to Long & Son, Inc. with  
164 the bid award for the water tank relocation project. The bid was well below budget. The  
165 complete document with insurance and bond has been reviewed and approved by staff.

166  
167 A motion was made by Councilmember Llorente and seconded by Councilmember Adovasio

168  
169 To approve a contract between the City of Seabrook and Long & Son, Inc. as lowest bidder on  
170 Project 2016-11 for relocation of the Water Plant, in an amount not to exceed \$1,922,308.00.

171  
172 MOTION CARRIED BY UNANIMOUS CONSENT

173  
174  
175  
176 **THIS SPACE INTENTIONALLY LEFT BLANK**  
177  
178  
179



180 4.4. Contract with SWA Group

181 **Consider and take all appropriate action on a Professional Services Contract between the**  
182 **City of Seabrook and SWA Group, for the City of Seabrook's Master Landscaping and**  
183 **City Branding Plan, in an amount not to exceed \$88,600.00 from Hotel Occupancy**  
184 **Tax, authorizing the City Manager to execute same, finding compliance with the**  
185 **requirements for funding, including promotion of tourism by advertising/signage and**  
186 **related promotional programs. (Landis)**

187  
188 Ms. Cook explained that this is the contract that was discussed in the recent joint meeting  
189 with EDC, and the consultant, Mr. Vick is in the audience, to answer any questions. SWA  
190 Group submitted a proposal through the RFP Process. The Professional Services Contract is a  
191 summary of the project and scope of services, as Mr. Vick laid out in the joint meeting. In order  
192 to get a jump on coordinating the design elements with TXDOT and capture those elements, this  
193 contract will need to be approved by Council.

194  
195 The project cost will be paid entirely out of Hotel Occupancy Tax (HOT) funds, as staff  
196 feels that every element of the project scope touches on advertising and promotions.

197  
198 Mayor Royal explained that the TXDOT planning designer for the Houston region  
199 discussed Seabrook's Master Landscaping and City Branding Plan with the City Manager and  
200 the Mayor and the planning designer said that now is the time to start this project. TXDOT is  
201 ready for Seabrook to proceed. SWA Group will work directly with TXDOT and will have  
202 meetings with TXDOT when the City is comfortable with the design.

203  
204 A motion was made by Councilmember Adovasio and seconded by Councilmember Giangrosso

205  
206 To approve a Professional Services Contract between the City of Seabrook and SWA Group, for  
207 the City of Seabrook's Master Landscaping and City Branding Plan, in an amount not to exceed  
208 \$88,600.00 from Hotel Occupancy Tax, authorizing the City Manager to execute same, finding  
209 compliance with the requirements for funding, including promotion of tourism by  
210 advertising/signage and related promotional programs.

211  
212 MOTION CARRIED BY UNANIMOUS CONSENT

213  
214 4.5. Delinquent Utility Account Write Offs

215 **Consider and take all appropriate action on the list of accounts for "write off", in the**  
216 **amount of \$7,842.05, to be effective 9/30/16. (Gibbs)**

217  
218 A motion was made by Councilmember Llorente and seconded by Councilmember Miller

219  
220 To approve the list of accounts for "write off", in the amount of \$7,842.05, to be effective  
221 9/30/16.

222  
223 MOTION CARRIED BY UNANIMOUS CONSENT

225 4.6. Carothers Coastal Garden Workshops

226 **Consider and take all appropriate action on a new workshop program for the utilization of**  
227 **the Carothers Coastal Gardens facility. (Cook)**  
228

229 Ms. Cook advised that Council had given staff direction during the strategic planning  
230 process to bring new ideas for the use of Carothers. The City is still pursuing weddings and  
231 business meetings. This new workshop program is a pilot program at the facility. The program  
232 is as a result of the new Event Coordinator's work and he's done a tremendous job of offering  
233 something that the public will find interesting. A lot of community may not even know that  
234 Carothers is out there, so this program is two-fold, classes and advertizing. Staff is working on  
235 trying to get business meetings during the week.  
236

237 Promotion will be through Facebook, email blasts, social media blasts, flyers, and  
238 postings on the calendars. Instructors are donating their time and the City's revenue is from the  
239 people that sign up for the classes. Revenue will cover the cost of materials for the classes.  
240

241 A motion was made by Councilmember Adovasio and seconded by Councilmember Giangrosso  
242

243 To approve a new workshop program for the utilization of the Carothers Coastal Gardens  
244 facility.  
245

246 MOTION CARRIED BY UNANIMOUS CONSENT  
247

248 **5. DISCUSSION ITEMS**  
249

250 5.1. Seabrook Cemetery

251 **Consider and take all appropriate action on the City's assumption of the ownership and**  
252 **maintenance of the Seabrook Cemetery. (Cook)**  
253

254 Ms. Cook stated that she has been in discussion with the Board of Directors of the  
255 organization that currently takes care of the cemetery. The Board reports that there is a lack of  
256 volunteers for performing maintenance. The City has been asked to take over this property. Ms.  
257 Cooks advised that, with all other projects currently in motion, staff is not capable of committing  
258 to taking over the ownership and maintenance of the cemetery right now. The City is willing to  
259 look at assuming the cemetery responsibilities at a later date. It is more of a manpower issue  
260 than a financial issue.  
261  
262  
263  
264

265 **THIS SPACE INTENTIONALLY LEFT BLANK**  
266  
267  
268



There are four (4) officers, over the age of 80, now serving on the Board of the association. The Association has received its 501(c)3 status and has raised \$192,000, mostly from interest on a CD. It's been a struggle to find new people to take over the maintenance responsibilities. The Association has been paying fees of about \$350 per mowing but has cut back on mowing considerably due to the weather. Normally, there are about eight (8) mowings per year. This is a 204 year old cemetery. Most of the advent members are deceased. There are families that own 8 and 10 gravesites. In 1973, the Association was selling gravesite lots for \$25. That price has been raised to \$100. People own 8 burial spots, but will not bury 8 people in those lots. Volunteers are hard to come by; therefore, the Association is asking the City to help.

Mayor Royal and Councilmember Giangrosso expressed an interest in personally helping the Association.

Ms. Cook stated that discussion with the City Attorney and more research needs to be conducted. Staff needs to conduct due diligence to see if it's a viable option for the City to assume ownership and maintenance. We would like to at least get established in the new Public Works building first. We can bring it back at the Strategic Planning session next year and bring it into budget discussions.

Motion was made by Council member Johnson and seconded by Councilmember Miller

To direct staff to, over the next twelve (12) month, research the legality and consequences of the City of Seabrook entertaining the transfer of the ownership of the cemetery.

MOTION CARRIED BY A 4-2 VOTE, with Mayor Royal and Councilmember Adovasio opposed.

## **6. ROUTINE BUSINESS**

*Council will discuss, consider and if appropriate, take action on the items listed below.*

6.1. Approve the Action Items Checklist which is attached and made a part of this Agenda.

TXDOT/Highway 146 Expansion – Ms. Cook explained that TXDOT is starting eminent domain hearings. 90 day letters on the West side have been sent and are now in play. TXDOT plans to give the City a color coded construction phase to review. They will start on east side and construct frontage road all the way down, and there will always be 4 lanes open. This is a 3 ½ year process. Hurricane lanes will be remain open, and TXDOT has a plan for hurricane evacuation.

Project updates – Ms. Cook stated that everything is progressing smoothly with the Public Works Complex and the Administration Building is being poured. Once the concrete is in place, the steel will start coming up pretty quickly.

Park benches and pelican purchases – The Assistant Public Works Director put together a spread sheet and Council has indicated highest priority for locations. Staff is designing plaques that will go on the Council benches. The pads will have to be poured, and it will be a several weeks before they are in place. An artist and theme for Council's pelican needs to be selected by Council.

Motion was made by Councilmember Johnson and seconded by Councilmember Giangrosso

To approve the Action Items Checklist.

MOTION CARRIED BY UNANIMOUS CONSENT

6.2. Establish future meeting dates and agenda items

Council is on track with 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays.

Upon motion duly made and seconded, Mayor Royal adjourned the meeting at 8:02 p.m.

Approved this 15<sup>th</sup> day of November 2016.

Robin Hicks, TRMC  
City Secretary



Glenn Royal  
Mayor